



## Simplified Guide to Fire Prevention – Event

February 2019 version

This Palais des congrès de Montréal document outlines the main regulations of the Service de sécurité incendie de Montréal (SIM). Please contact the Production Services Department for any additional information.

#### A) Materials for booth decoration or display

1. **Wall coverings, curtains and decorative materials including dried flowers, cotton, styrofoam, paper and cardboard less than 1/8 inch (3 mm) thick, textiles, netting, and plastic materials** must comply with the **CAN/ULC-S109-M *Standard for Flame Tests of Flame-Resistant Fabrics and Films***, or be fireproofed by a company specializing in flame-retardant treatment.
2. **Natural trees** are permitted if they are potted with their roots and watered every day.
3. **Helium cylinders** are permitted if they are firmly secured by chain to a cart.
4. **The hanging of paper or cardboard posters on the walls of the rooms and corridors of the Palais is not permitted.** If such posters are essential to an event, special permission must be requested from the Production Department. Should the request be accepted, posters must not cover more than 20% of the surface area of the wall being used.

#### B) Flame retardant treatments

**The exhibitor or exhibitor's supplier is responsible for renewing flame-retardant treatments** as needed to ensure that materials pass the match flame test of **NFPA-701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films***. The Security Department of the Palais des congrès de Montréal reserves the right to conduct this test at any time to ensure flame-retardant effectiveness.

#### C) Prohibited materials

Unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal, **use of the following materials is forbidden:**

- Softwood trees or branches
- Hay
- Peat
- Cellulose acetate fabrics
- Hay, straw or shredded paper
- Packing chips
- Jute
- Sonotube
- Coroplast (polypropylene), unless the surface used is 10% or less of the total booth surface

## D) Construction and placement of booths

1. Booths and displays should be installed and operated so as not to obstruct:
  - Visibility of emergency exits
  - Access to emergency exits, maintaining 10 feet (3 m) of clearance along their full width
  - Visibility of exit signs
2. Any enclosed area accommodating 60 or more people must have two emergency exits, at opposite ends from one another and measuring a minimum of 60 inches (152 cm) wide. In enclosed rooms that may be darkened at certain times, exits must be marked with illuminated signs approved by the Security Department of the Palais des congrès de Montréal.
3. Access to firefighting equipment (e.g., fire cabinets, extinguishers, sprinkler heads) must remain clear and unobstructed at all times.
4. Booths made from wood should be more than ¼ inch (6 mm) thick or be fireproofed by a company specializing in flame-retardant treatment.
5. Any installation with a ceiling, rigid roof, lining, fabric or any other material whose surface is more than 300 square feet (27.9 m<sup>2</sup>) must be equipped with a backup sprinkler system during the entire event. Only Smoke Out fabric is accepted by the SIM.
6. Stages for performances, shows or speeches of more than 300 square feet (27.9 m<sup>2</sup>) cannot be used as a backstage area or as storage space for flammable materials. If they are being used for these purposes, sprinklers must be installed.
7. A minimum clearance of 18 inches (45 cm) is required under sprinkler heads.

**Storage:** Empty cardboard boxes and crates should be clearly identified and will be picked up by employees of the Palais des congrès de Montréal, then stacked in a designated storage space based on availability. It is forbidden to store such containers beside, behind, or inside booths.

The following items are prohibited behind booths and must be stored in designated storage spaces:

- a) Flammable materials
- b) Wood pallets
- c) Surplus flooring
- d) Crates
- e) Items such as trash or tools left on the floor

The space behind booths must be clear as a passageway. Access to rooms, technical traps and dry pipes must remain unobstructed.

**Furniture dimensions and set-up standards are listed on page 6.**



## E) Room capacity

The maximum room capacity permitted by the Security Department of the Palais des congrès de Montréal must be respected at all times. The Security Department reserves the right to conduct random inspections and may close access to a room if it is at overcapacity.

## F) Ignition sources

1. Unless a control device eliminates the risk of fire or explosion, it is forbidden to produce **open flames, sparks or heat** using an ignition device before or during an activity. The proposed control device must be submitted for approval to the Security Department of the Palais des congrès de Montréal.
2. Use of **candles and paraffin lamps** is subject to approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder that exceeds the height of the flame by 1.5 inches (3.8 cm), so that the flame does not accidentally come in contact with combustible materials (tablecloths, etc.). Use of vegetable oil as fuel is forbidden.
3. Performances featuring **fire eaters and use of pyrotechnic devices** are prohibited, unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal.

## G) Meals and beverages: flambés

1. Meals and beverages may be flambéed, but only in the area where they are served.
2. Combustible devices used to flambé meals or beverages or to reheat meals must be fueled outside the service area, away from all ignition sources and over a non-carpeted, inflammable surface, such as concrete.

## H) Vehicles and internal combustion engines on display

1. **All fuel tank openings** of vehicles and internal combustion engines on display should be locked or sealed with tape to prevent the escape of vapors (except for tanks that have never contained fuel).
2. **Fuel tanks of vehicles** on display should not be more than half full or contain more than 10 gallons (38 liters) of fuel.
3.
  - a) The starter battery of gas-powered cars must be disconnected. Anti-theft devices and other accessories must be powered by an external source. Remove spark plugs when a secondary battery is not required to start the engine.
  - b) The gas starter battery of hybrid cars must also be disconnected. However, no action is required for the electric engine or battery module.
  - c) There is no need to remove or disconnect the battery in electric cars.

4. Owners are responsible for ensuring that no engine can be started during the exhibition. Vehicles may not be moved during show hours without the authorization of the Security Department of the Palais des congrès de Montréal.
5. It is prohibited to fuel or defuel any vehicle inside the building or within the immediate area of the Palais.
6. Propane tanks used in trailers, recreational and utility vehicles or any other type of vehicle must be emptied and sealed before entering the exhibition rooms.

#### **I) Firearms**

1. Promoters or organizers whose exhibitions involve firearms are subject to Canadian law regarding the storage of firearms. The event manager will provide the appropriate document upon request.

The Security Department of the Palais des congrès de Montréal may require additional information.

**The Security Department of the Palais des congrès de Montréal or the Service de sécurité incendie de Montréal may, at any time, refuse any installation that does not meet the requirements.**

## Room set-up standards and furniture dimensions

### Stage modules

\*Note: If your contract allows you to a certain quantity of free modules, you will be informed by your event manager.

Room 210:	modules 4' x 8'	(available heights : 16'', 24'', 32'', 40'')
Room 517:	modules 4' x 8'	(available heights : 16'', 24'', 32'', 40'')
Room 710:	modules 4' x 8'	(available heights : 16'', 24'', 32'', 40'')
Room 510 to 516:	modules 6' x 8'	(available heights : 16'', 24'', 32'')
Room 518 to 525:	modules 6' x 8'	(available heights : 16'', 24'', 32'')

### Tables & chairs

- Round tables of 72" diameter
- 6' x 18" tables (for schoolroom style)
- 6' x 30" tables (for head table...)
- 43" x 43" tables
- 36" x 36" tables
- Chairs dimensions : 20" x 20" (0.5m x 0.5m)

### Theater style

- Maximum 16 chairs per row (ideally 15), with aisle at both ends
- Maximum 8 chairs if one side is against a wall
- Rooms of level 2, 5 and 7 : 3' (0.914m) from front edge to front edge of chairs
- Aisles of 4' (1.22 m)
- 8' (2.44m) to 10' (3.05m) between first row of chairs and stage for large rooms
- 4' (1.22m) to 6' (1.83m) between first row of chairs and stage for small rooms

### Banquet style

- 10½' (3.2m) center / center for round tables
- Remove one row of tables to create an aisle : 21' (6.4m) center /center
- A table block will not include more than 6 tables in one of the 2 directions (east-west or north-south)
- In large or medium capacity rooms :  
Leave a distance of 8' (2.44m) around the room (from back of chairs to wall). Don't forget that there is service
- In small capacity rooms :  
Leave a distance of 6' (1.83m) around the room (from back of chairs to wall)
- 4' (1.22m) to 6' (1.83m) clear around dance floor (if installed)

### Schoolroom style

- 2 or 3 chairs per table, 5 tables per row maximum, with an aisle at both ends
- Maximum of 2 tables per row with a wall at one end
- 4'10" (1.47 m) from front to front of tables
- Aisles of 4' (1.22m)
- Minimum distance between the stage and the first row of tables is 3' (0.91m)



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## **PALAIS DES CONGRÈS DE MONTRÉAL**

### **Main address**

1001 place Jean-Paul-Riopelle

### **Administration**

159, St.Antoine West, 9th floor  
Montréal, Québec H2Z 1H2  
CANADA

Phone: 514 871-8122

1 800 268-8122

[info@congresmtl.com](mailto:info@congresmtl.com)